



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1120.12  
PERS-49  
24 Dec 2005

OPNAV INSTRUCTION 1120.12

From: Chief of Naval Operations

Subj: APPOINTMENT OF LIMITED DUTY OFFICERS (LDOS) AND CHIEF WARRANT OFFICERS (CWOS) FOR INACTIVE DUTY IN THE NAVY RESERVE

Ref: (a) 10 U.S.C.

Encl: (1) Regulations to Govern the Appointment of Permanent Limited Duty Officers for Inactive Duty in the Navy Reserve under 10 U.S.C. 12201  
(2) Regulations to Govern the Appointment Permanent Chief Warrant Officers for Inactive Duty in the Navy Reserve under 10 U.S.C. 12241

1. Purpose. To revise regulations governing the appointment of Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) for inactive duty in the Navy Reserve per reference (a).

2. Cancellation. This OPNAV Instruction supersedes SECNAVINST 1120.1D. The SECNAV Instruction was cancelled under a separate cancellation memo.

3. Discussion. The Navy Reserve has demonstrated mobilization requirements for LDOs who serve and are developed as officer technical managers and CWOs who serve and are developed as officer technical specialists. The Inactive Duty Navy Reserve LDO and CWO Programs within the Navy Reserve do not require a college education.

a. The Inactive Duty Navy Reserve LDO Program provides opportunity for selected CWOs and senior enlisted personnel to receive appointments as commissioned officers designated for limited duty in the broad occupational field indicated by their former warrant or enlisted rating group.

b. The Inactive Duty Navy Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive

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appointments as CWOs for the performance of duties in a technical field indicated by their former enlisted rating group.

4. Action. The Chief of Naval Personnel (CHNAVPERS) is assigned the responsibility for implementing enclosures (1) and (2). CHNAVPERS will convene selection boards to consider qualified applicants for LDO and CWO. Commander, Navy Personnel Command (COMNAVPERSCOM) will prepare selection board precepts with appropriate skill guidance at least 30 days prior to the recommended convening dates for these boards.

/s/

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**REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF  
PERMANENT LIMITED DUTY OFFICERS (LDOS) FOR INACTIVE DUTY IN THE  
NAVY RESERVE UNDER 10 U.S.C. 12201**

1. General. The Inactive Duty Navy Reserve LDO Program provides opportunity for selected CWOs and senior enlisted personnel to receive appointments in grades above CW05, for performance of their duties in a broad occupational field indicated by their former warrant or enlisted rating group. LDOs are technically oriented officers performing duties which:

- a. Are limited to specific occupational fields.
- b. Require authority and responsibility greater than that normally expected of a CWO.
- c. Require strong managerial skills.
- d. Are outside the normal development pattern for unrestricted line, restricted line, and staff corps officers or for which no unrestricted line, restricted line, or staff corps officers are available.

2. Definitions. The following definitions, unless otherwise qualified, shall apply throughout:

a. Limited Duty Officer - Officers designated for limited duty in a line technical field or designated for limited duty within a staff corps as indicated by their designator.

b. In-Service Procurement Selection Board - A board of commissioned officers convened by Chief of Naval Personnel (CHNAVPERS) to recommend applicants for appointment as an LDO in the Navy Reserve.

c. Years of Qualifying Service - Service as credited per reference (a), section 12732. For the purpose of these regulations, service in a component of the Navy (i.e., Navy, the Marine Corps, or the Coast Guard when it is operating as a service in the Navy) may be credited, as well as qualifying service in the Army, Air Force, or Coast Guard (when not operating as part of the Navy) in a critical skill needed by the Navy as determined by CHNAVPERS.

3. Eligibility Requirements. To be eligible to apply for the Inactive Duty Navy Reserve LDO Program, and subsequent appointment as a LDO in the U.S. Navy Reserve, applicants must meet the following requirements:

- a. Be a citizen of the United States.
- b. Except as authorized under paragraph 5, serving on inactive duty in a Ready Reserve drilling unit in a pay or non-pay status at the time of application and have served satisfactorily in such a unit for at least 1-year at the time application is made. Members serving under Regular Navy enlistments and who enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed 1-year in the drilling unit.
- c. Except as authorized under paragraph 5, continue serving on inactive duty in a Ready Reserve unit until the appointment is tendered.
- d. Be a high school graduate or possess the service-excepted equivalent as prescribed by existing directives.
- e. Have no record of conviction by a general, special, or summary court-martial nor have been convicted by a civil court for any offense, other than minor traffic violations, for the 3 year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, driving under the influence (DUI) violations are considered major traffic violations.
- f. Meet requisite physical standards for appointment as LDO prescribed by the Manual of the Medical Department, chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of the Chief, Bureau of Medicine and Surgery (BUMED) and waiver of the standard(s) by Commander, Navy Personnel Command (COMNAVPERSCOM), acting for CHNAVPERS.
- g. Meet physical fitness standards as prescribed in OPNAVINST 6110.1H.

h. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

i. Under the policy set out in current directives, no person who is drug or alcohol dependent, who presently abuses drugs or alcohol, whose preservice abuse of drugs or alcohol indicates a proclivity to continue to abuse in the service, or who has a record of any trafficking offenses, shall be appointed as an LDO.

j. Must be able to serve at least 6 years of service as an officer and complete 20 years of qualifying service prior to age 60.

k. Members who reach or exceed established High-Year Tenure (HYT) for their present paygrade within the calendar year the application is submitted are ineligible.

l. Be recommended for appointment by the commanding officer (CO).

4. CWO Eligibility. In addition to the requirements specified in paragraph 3, CWO applicants for the Inactive Duty Navy Reserve LDO Program must also meet the following requirements:

a. Be serving as a CWO.

b. Have completed at least 3 years service as a CWO as of 1 October of the year application is made. Such service shall be computed from initial date of rank as CWO.

5. Enlisted Eligibility. In addition to the requirements specified in paragraph 3, enlisted applicants for the Inactive Duty Navy Reserve LDO Program must also meet the following requirements:

a. Be serving as a petty officer first class (E6) or chief petty officer (E7 or E8). Applicants serving as an E6 must have served in that grade for at least 1 year computed to 1 October of the year application is made. Such service shall be computed from the time-in-rate date for advancement to E6.

b. Have completed at least 8 but no more than 20 years of qualifying service as of 1 October of the year application is made.

c. Complete eligibility requirements for next paygrade, except time-in-rate. E6 applicants must compete in the Navy-wide examination for advancement to E7. An applicant whose final multiple is equal to, or greater than, the minimum final multiple for E7 selection board eligibility will be designated selection board eligible.

6. FTS Personnel. Navy Reservists on active duty, including Navy Reservists in the FTS Program, are eligible for appointment to LDO under the Active Duty LDO Program. Reserve canvasser recruiters, members on Active Duty for Special Work (ADSW), One-Year Recall (OYR), and Reservists on annual training are eligible to apply under the Inactive Duty Navy Reserve LDO Program. Reserve canvasser recruiters and members on ADSW and OYR will be released from active duty 30 days prior to appointment as LDOs.

7. Application. CHNAVPERS will publish application procedures. Eligible candidates desiring an LDO commission must submit a written application following published procedures requesting appointment as an LDO.

a. Candidates eligible for both programs may be considered in the same fiscal year for both the Inactive Duty Navy Reserve LDO Program and the Inactive Duty Navy Reserve CWO Program.

b. The designator(s) for which application is made shall be listed in the order of preference. A candidate may apply for appointment in not more than two designators for which qualified. Candidates requesting consideration for both LDO and CWO Programs may apply for only one designator under each program.

c. All applicants must include a statement agreeing to further service, as follows:

"I, (name) if selected for permanent appointment under the Inactive Duty Navy Reserve LDO program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment."

8. Limited Duty Officer Designators

SURFACE

611X Deck

612X Operations

613X Engineering/  
Repair

616X Ordnance

618X Electronics Surf

SUBMARINE

621X Deck

623X Engineering/  
Repair

626X Ordnance

628X Electronics

629X Communications

AVIATION

631X Deck

632X Operations

633X Maintenance

636X Ordnance

639X Air Traffic  
Control

GENERAL SERIES

640X Nuclear Power (Note 1)

641X Administration

642X Information Systems

644X Information Warfare

645X Intelligence

646X Meteorology/Oceanography

647X Photography

648X Explosive Ordnance Disposal

649X Security

STAFF

651X Supply (SC)

653X Civil Engineer Corps (CEC)

Note 1: Only those individuals who possess a Nuclear Power Navy Enlisted Classification Code (NEC 3351-3396) may apply for this designator.

9. Boards To Recommend Applicants for Appointments as LDOs

a. Appointment as an LDO shall be made only upon approval of a report submitted by a board of officers appointed by CHNAVPERS to recommend eligible personnel for such appointments.

b. Selection boards shall be composed of sufficient numbers and kinds of Navy officers to ensure representation on the board with extensive and broad naval experience. The membership of the board shall include at least one officer with expertise in each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the LDO program. CHNAVPERS may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum each such panel shall consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a Reserve officer.

c. Members of the board shall swear, or affirm, they will, without prejudice, or partiality, and having in view both the special fitness of officers and the efficiency of the Navy Service, perform the duties imposed upon them.

d. Each board may recommend for appointment as an LDO eligible personnel in numbers not to exceed the numbers furnished by CHNAVPERS. The board, however, is not obligated to select to the numbers provided.

e. Each board shall consider eligible candidates for appointment in the designator(s) that the candidates have requested. If a candidate requests consideration in more than one designator, the board may recommend the individual for appointment only in the designator for which best qualified.

10. Board Reports. Each board will submit one or more written reports signed by all acting members. Each report shall certify that in the opinion of at least a majority of the members acting in a given case, the candidates recommended are qualified for appointment as LDOs and are best qualified for appointment in the designators for which recommended of all the candidates

under consideration. Each report shall be submitted to CHNAVPERS for approval, disapproval, in whole or in part.

11. Disclosure of Board Proceedings and Recommendations. The proceedings of the board and, prior to their approval, the recommendations of the board shall not be divulged by any member of the board or by the recorders except as authorized by CHNAVPERS.

12. Appointment. The appointment of each selected, physically qualified candidate will be in the grade indicated below:

a. CWO candidates will be appointed in the permanent grade of lieutenant (junior grade)(O2) in the Navy Reserve under reference (a), section 12201.

b. Enlisted candidates will be appointed in the permanent grade of ensign (O1) in the Navy Reserve under reference (a), section 12201. Written declination of an appointment is final upon receipt by COMNAVPERSCOM (PERS-492).

13. Date of Rank. Each appointee will be assigned a date of rank in the grade to which appointed as prescribed by CHNAVPERS. No service credit for prior warrant or commissioned service shall be awarded.

14. Waivers of Eligibility Requirements. CHNAVPERS will consider requests for waiver of any eligibility requirement, contained in paragraph 3 of these regulations, except those established by statute, in the following instances:

a. For a definable class of individuals which is rationally distinguishable on grounds related to the needs of the Navy, from those persons for whom no exception is made by regulations or statute.

b. When gross inequity to the applicant would otherwise result.

c. When, in CHNAVPERS' judgment extraordinary circumstances cause such a waiver to be in the best interest of the naval service.



**REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF  
PERMANENT CHIEF WARRANT OFFICERS (CWOS) FOR INACTIVE DUTY IN THE  
NAVY RESERVE UNDER 10 U.S.C. 12241**

1. General. The Inactive Duty Navy Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as commissioned CWOs for the performance of duties in the technical field indicated by their former enlisted rating group.

a. CWOs are technical officer specialists who perform duties which:

(1) Require extensive knowledge of a specific occupational field.

(2) Are technically oriented through experience/ specialized training.

(3) Are repetitive in nature.

(4) Whose assignability is not significantly affected by advancement in rank and who are, therefore, amendable to successive tours of duty in the same technical area.

b. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWOs will emphasize increasing their technical competence within their warrant specialties.

2. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. In-Service Procurement Selection Board - A board of commissioned officers convened by CHNAVPERS to recommend applicants for appointment to CWO2 and CWO3 in the Navy Reserve.

b. Years of Qualifying Service - Service as credited per reference (a), section 12732. For the purpose of these regulations, service in a component of the Navy (i.e., the Navy, the Marine Corps, or the Coast Guard when it is operating as a service in the Navy) may be credited, as well as qualifying service in the Army, Air Force, or Coast Guard (when not

operating as part of the Navy) in a critical skill needed by the Navy as determined by CHNAVPERES.

3. Eligibility Requirements. To be eligible to apply for the Inactive Duty Reserve CWO Program, and subsequent appointment as a CWO in the U.S. Navy Reserve, applicants must meet the following requirements.

- a. Be a citizen of the United States.
- b. Except as authorized under paragraph 4, be serving on inactive duty in a Ready Reserve drilling unit in a pay or non-pay status at the time of application and have served satisfactorily in such a unit for at least 1 year at the time application is made. Members who were serving under Regular Navy enlistments and enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed 1-year in the drilling unit.
- c. Be serving as a chief petty officer in a paygrade E7, E8, or E9.
- d. Complete all eligibility requirements for next paygrade, except time-in-rate.
- e. Personnel in paygrade E9 must have completed at least 2 years of qualifying service in paygrade E9 as of 1 October of the year in which the board convenes to be considered for appointment to CWO3. Such service shall be computed from the time-in-rate date as a master chief petty officer.
- f. Except as authorized under paragraph 4, continue serving on inactive duty in a Ready Reserve drilling unit until the appointment is tendered.
- g. Be a high school graduate or possess the service-accepted equivalent as prescribed by existing directives.
- h. Have no record of conviction by a general, special, or summary court-martial nor have been convicted by a civil court for any offense, other than minor traffic violations, for the 3 year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, driving

under the influence (DUI) violations are considered major traffic violations.

i. Must have at least 12, but not more than 24 years of Total Qualifying Federal Service. Additionally, must be able to complete 20 years of qualifying service prior to age 60.

j. Meet requisite physical standards for appointment as CWO prescribed by the Manual of the Medical Department, chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of BUMED and waiver of the standard(s) by COMNAVPERSCOM, acting for CHNAVPERS.

k. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

l. Under the policy set out in current directives, no person who is drug or alcohol dependent, who presently abuses drugs or alcohol, whose preservice abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of any trafficking offenses, shall be appointed.

m. Members who reach or exceed established High-Year Tenure (HYT) for their present paygrade within the calendar year the application is submitted are ineligible.

n. Be recommended for appointment by the CO.

4. Active Duty Personnel. Navy Reservists on active duty, including Navy Reservists in the FTS Program, are eligible for appointment to CWO grade under the Active Duty CWO Program. Reserve canvasser recruiters, members on Active Duty for Special Work (ADSW), One-Year Recall (OYR), and Reservists on annual training are eligible to apply under the Inactive Duty Navy Reserve CWO Program. Reserve canvasser recruiters, members on ADSW, and OYR will be released from active duty prior to appointment as CWOs.

5. Application. CHNAVPERS will publish application procedures. Eligible candidates desiring a CWO commission must submit a written application following published procedures requesting appointment as a CWO2 or CWO3, as appropriate.

a. Candidates eligible for both programs may be considered in the same fiscal year for both the Inactive Duty Navy Reserve LDO Program and the Inactive Duty Navy Reserve CWO Program.

b. The designator(s) for which application is made shall be listed in the order of preference. A candidate may apply for appointment in not more than two designators for which qualified. Candidates requesting consideration for both LDO and CWO Programs may apply for only one designator under each program.

c. All applicants must include a statement agreeing to further service, as follows:

"I,           (name)           if selected for permanent appointment under the Inactive Duty Navy Reserve CWO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment."

6. Chief Warrant Officer Designators

<u>SURFACE</u>	<u>SUBMARINE</u>	<u>AVIATION</u>
711X Boatswain	720X Diver	731X Boatswain
712X Operations Technician	721X Boatswain	732X Operations Technician
713X Engineering Technician	723X Engineering Technician	734X Maintenance Technician
714X Repair Technician	724X Repair Technician	736X Ordnance Technician
715X Special Warfare Technician	726X Ordnance Technician	738X Electronics Technician

SURFACE

716X Ordnance  
Technician

717X Combat Craft  
Technician

718X Electronics  
Technician

SUBMARINE

728X Electronics  
Technician

AVIATION

GENERAL SERIES

740X Nuclear Power Technician  
(Note 1)

741X Ship's Clerk

742X Information Systems Technician

744X Information Warfare Technician

745X Intelligence Technician

748X Explosive Ordnance Disposal  
Technician

749X Security Technician

STAFF

751X Supply

752X Food Service Warrant

753X Civil Engineer Corps

754X Physician Assistant

Note 1: Only those individuals who possess a Nuclear Power Navy Enlisted Classification Code (NEC 3351-3396) may apply for this designator.

7. Boards To Recommend Applicants for Appointments as CWO

a. Appointment as a CWO shall be made only upon approval of a report submitted by a board of officers appointed by CHNAVPERS to recommend eligible personnel for such appointments.

b. Selection boards shall be composed of sufficient numbers and kinds of Navy officers to ensure representation on the board with extensive and broad naval experience. The membership of the board shall include at least one officer with expertise in

each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the LDO program. CHNAVPERS may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum each such panel shall consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a Reserve officer.

c. Members of the board shall swear, or affirm, they will, without prejudice, or partiality, and having in view both the special fitness of officers and the efficiency of the Navy Service, perform the duties imposed upon them.

d. Each board may recommend for appointment as a CWO eligible personnel in numbers not to exceed the numbers furnished by CHNAVPERS. The board, however, is not obligated to select to the numbers provided.

e. Each board shall consider eligible candidates for appointment in the designator(s) that the candidates have requested. If a candidate requests consideration in more than one designator, the board may recommend the individual for appointment only in the designator for which best qualified.

8. Board Reports. Each board will submit one or more written reports signed by all acting members. Each report shall certify that in the opinion of at least a majority of the member acting in a given case, the candidates recommended are qualified for appointment as CWOs and are best qualified for appointment in the designators for which recommended of all the candidates under consideration. Each report shall be submitted to CHNAVPERS for approval, disapproval, in whole or in part.

9. Disclosure of Board Proceedings and Recommendations. The proceedings of the board and, prior to their approval, the recommendations of the board shall not be divulged by any member of the board or by the recorders except as authorized by CHNAVPERS.

10. Appointment. The appointment of each selected, physically qualified candidate will be in the grade indicated. Personnel

in paygrade E9, who have completed at least 2 years time in rate as of 1 October of the year in which the board convenes, shall be appointed in the permanent grade of CW03 in the Navy Reserve under reference (a), section 12241.

11. Date of Rank. Each appointee will be assigned a date of rank in the grade to which appointed as prescribed by CHNAVPERS.

12. Waivers of Eligibility Requirements. CHNAVPERS will consider requests for waiver of any eligibility requirement contained in paragraph 3 of these regulations, except those established by statute, in the following instances:

a. For a definable class of individuals which is rationally distinguishable on grounds related to the needs of the Navy, from those persons for whom no exception is made by regulations or statute.

b. When gross inequity to the applicant would otherwise result.

c. When, in CHNAVPERS' judgment extraordinary circumstances cause such a waiver to be in the best interest of the naval service.